

Instructions for Completing the Individual Child Outcomes Summary Forms

You must complete an Individual Child Outcomes Summary Form for every child who receives EEE services in your program using the Child Outcomes Summary Ratings.

ENTRY Ratings:

EEE programs are required to complete an Individual Child Outcomes Summary Form no later than two months after an initial IEP has been signed.

Steps for completing the form and ENTRY ratings are:

1. Fill in the child's full name and date of birth.
2. Under "Process for Deciding Entry & Exit Ratings," fill in the ENTRY section ONLY. Record the names and roles of all of the people who participated in determining the child's outcomes summary ratings. **Do not fill in** the EXIT section at this time.
3. Review the "Definitions for the Child Summary Ratings" and the "Definitions for Child Outcome Areas" documents (enclosed) with the team. Then, as a team, review the available sources of information to determine how the child functions across a variety of settings and situations in each outcome area.
 - **Think functionally**--The rating is based on a child's functioning compared to other children of the same age. How does the child use his/her skills to accomplish tasks across a variety of settings and situations? Think about how the child demonstrates the use of skills he/she has attained e.g., **skill**→the child holds a crayon with a tripod grasp vs. **function**→ the child uses the crayon to make representational drawings. **The function has purpose and meaning to the child.**
 - Consider the use of assistive devices/accommodations—The rating should reflect the child's level of functioning using whatever assistive technology or special accommodations are present over a variety of settings (preschool, home, childcare). Examples of accommodations/assistive technology include: hearing aid, walker for mobility, visual supports, etc. If assistive/accommodations devices are not used consistently across settings then the team will rate the child accordingly. A lower rating does not reflect on the child's inability inasmuch as the fact the child does not have the necessary accommodations across settings.
4. The team should try to arrive at a consensus for each rating; if consensus is not possible, go with the majority.
5. **Outcome Area 1 – ONLY fill in the ENTRY row of the chart.** Under "rating" write in one number (7-1) that reflects the child's level of functioning in this area. Under "rationale for ratings or explanation of progress," write a brief summary of what evidence your rating is based upon.
6. **Outcome Area 2 & Outcome Area 3** – Follow the same instructions given above for Outcome Area 1.

EXIT Ratings and Indication of Child's Progress:

EEE programs are required to rate all children's level of functioning in the three outcome areas when they exit the program IF the child has been in the district's EEE program for at least six months.

Steps for completing the EXIT ratings and answering the Progress question:

1. Review the "Definitions for the Child Summary Ratings" and the "Definitions for Child Outcome Areas" documents (enclosed) with the team. Then, as a team, review various types of information to determine how the child now functions across a variety of settings and situations in each outcome area. Try to arrive at a consensus for each rating; if consensus is not possible, go with the majority. Remember to:
 - Think functionally--The rating is based on a child's functioning compared to other children of the same age.
 - Consider the use of assistive devices/accommodations—The rating should reflect the child's level of functioning using whatever assistive technology or special accommodations are present over a variety of settings (preschool, home, childcare).
2. Outcome Area 1 – Fill in the EXIT row of the chart. Under "rating" write in one number (7-1) that reflects the child's current level of functioning in this area. Under "rationale for ratings or explanation of progress," write a brief summary of what evidence your rating is based upon.
3. Did the child make progress in Outcome Area 1? If the child did make progress, circle "yes" and provide a brief summary of the evidence that shows the child has made progress. If the child did not make any progress in this "Positive Social-Emotional Skills" area, circle "no" and briefly describe the evidence upon which the team's determination is made.
4. Outcome Area 2 & Outcome Area 3 – Follow the same instructions given above for completing the Exit ratings and Progress determination for Outcome Area 1.